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26 July 1951

MEMORANDUM TO: Deputy Director (Administration)

THROUGH : Advisor for Management  
Personnel Director  
Comptroller

FROM : Chief of Procurement

SUBJECT : Request for Increase in Table of Organization

1. Reference is made to memorandum of 15 June 1951 from the Chief of Procurement, subject "Revised Requirements for Personnel and Operating Facilities of the Procurement Office, Exhibit 'E', paragraph 4."

2. In a meeting attended by the following:

Advisor for Management  
Chief Administrative Services  
Deputy Security Officer CIA  
Chief Audit Division, I&S  
Deputy Chief of Procurement  
Assistant to the Chief of Procurement

held 28 December 1950, confirmed by memorandum of 2 January 1951 from Chief of Procurement, subject "Building Services Officers", the establishment, utilization and number of Building Supply personnel was formally agreed upon. A ceiling  was established as adequate to Agency requirements as they existed at that time. The categories of personnel were to be broken down into  Supply Officers and  supporting clerical personnel.

25X1

25X1

3. As cited in the aforementioned memorandum, it was agreed in the meeting that the functional Building Supply Unit would consist of a personnel breakdown including one supply officer, one assistant supply officer, and two clerical assistants. In accordance with this understanding, the standard Building Supply Unit has been set up to include:

GS-9 - Supply Officer  
GS-7 - Supply Officer (Assistant)  
GS-4 - Storekeeper  
GS-3 - Clerk-Typist

The above unit is adjusted downward in grade and in number according to the requirements of the area or buildings served.

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4. Because of the critical shortage of space, the Building Supply Units are assigned, as space is made available, to centralized locations for the servicing of surrounding buildings. Each unit consisting of the above breakdown of personnel, or less (see Exhibit A).

5. Since the first of the year and since the original agreement Agency personnel totals have increased and continue to do so. Two major additional buildings are being added to the CIA Group, "I" and "J" Buildings. This exceeds the requirements as existing in December 1950 and was not considered during the December meeting.

6. "I" and "J" Buildings are presently being occupied, effecting an immediate building supply requirement for the establishment and furnishing of offices. When the buildings are fully complemented, the capacity and volume of activity should equal that of "K" and "L" Buildings.

7. It is, therefore, requested and recommended that an increase of four positions to the Procurement Office T/O be considered and approved in the following grades and titles for the establishment and subsequent provision of Buildings "I" and "J" with Building Supply Services:

GS-9 - Supply Officer  
GS-7 - Supply Officer  
GS-4 - Storekeeper  
GS-3 - Clerk-Typist

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**EXHIBIT "A" CONFIDENTIAL**  
**BUILDING SERVICES OFFICES**

1. North, South, Central, Administration, 2210 E St. Buildings -

Personnel: Supply Officer - GS-9 - 1  
Supply Officer (Asst.) - GS-7 - 1  
Clerk-Typist - GS-3 - 1

2. "M" and "Q" Buildings -

Personnel: Supply Officer - GS-9 - 1  
Supply Officer (Asst.) - GS-7 - 1  
Storekeeper - GS-4 - 1

3. "L" and "K" Buildings -

Personnel: Supply Officer - GS-9 - 1  
Supply Officer (Asst.) - GS-7 - 1  
Storekeeper - GS-4 - 1  
Clerk-Typist - GS-3 - 1

4. Quarters "I", Alcott Hall

Personnel: Supply Officer - GS-9 - 1  
Supply Officer (Asst.) - GS-7 - 1  
Clerk-Typist - GS-3 - 1

5.

Personnel: Supply Officer - GS-7 - 1  
Clerk-Typist - GS-3 - 1

TOTAL . . . . . 15

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